

## Receiving USDA Food Orders

Login

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

North Dakota  
*login*

Already Registered - *Not sure?*

North Dakota Login:

Password:

[Forgot Login](#)

[Forgot Password](#)

For help with this North Dakota Login, contact the [Service Desk](#).

New to North Dakota Online Services?

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

If you need assistance with **this Online Service**, please contact [North Dakota Department of Public Instruction](#).

## Enter the NDFoods System

### Main Menu

|   |  |
|---|--|
| <b>Customer Orders</b>                            | <b>Work Queue</b>                                  |
| <a href="#">Warehouse Staging &amp; Manifests</a> | You have 6 unread message(s). <a href="#">View</a> |
| <b>Food</b>                                       |  |
| <a href="#">Food Audit</a>                        |  |
| <a href="#">Generate Food Report</a>              |  |
| <a href="#">Search Food</a>                       |  |
| <a href="#">Search Food Order</a>                 |  |
| <a href="#">Receive Food Order</a>                |  |
| <b>Payments</b>                                   |  |
| <a href="#">List Warehouse Payments</a>           |  |

## Click on “Search Food Order”

**Search Food Order**

**Search Criteria**

Delivery Start:

End:

Program:

Status:

Confirmation No:

Food Code:

**Search Results**

0 food orders found.

Enter delivery start and end date and click “Search”. The user may also narrow the search further by enter a program, status, confirmation no. or food code.

**Search Food Order**

**Search Criteria**

Delivery Start:  End:

Program:  Status:

Confirmation No:  Food Code:

**Search Results**

1 food orders found.

| Delivery   | Program                            | Status   | Confirmation No.       | Type | Food                        | Action                  |
|------------|------------------------------------|----------|------------------------|------|-----------------------------|-------------------------|
| 11/15/2013 | Food Dist. on Reservations (FDPIR) | On Order | <a href="#">225236</a> | USDA | Mixed Fruit Canned - 100211 | <a href="#">Receive</a> |

Click on "Receive" next to the food order you wish to receive.

**Receive Order**

Confirmation No.: 225236

\*Tracking No.:

\*Tracking No. Type: ☐ Contract ☐ Invoice ☐ Purchase Order ☐ Other

Expected Arrival: 11/15/2013

\*Actual Arrival:

\*Seal No.:

\*Truck Line.:

**Mixed Fruit Canned - 100211**

Pack Size: 1

\*Pack Date:  ☐ None

\*Best Used By:  ☐ None

Storage: Dry

\*Load in Good Condition: ☐ Yes ☐ No

Expected Quantity: 1620

\*Received Usable:

Reason: ☐ Damaged ☐ Short ☐ Over ☐ Other

Comments:

\*Required

Complete all of the required information and click "Save".

If there is a discrepancy, the user must check "No" for the Load in Good Condition. Enter in the actual units received. Check whether the discrepancy was damage, short, over or other and enter a comment in the text box.

Food order receiving information has been saved.

### Search Food Order

#### Search Criteria

Delivery Start: 11/17/2012

End: 12/1/2013

Program:

Status: On Order

Confirmation No:

Food Code:

Clear

Search

#### Search Results

0 food orders found.

Return

The user will receive a confirmation once the food order has been received.